

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 11/16/10
Time: 1:00 PM – 3:00 PM
Attendees: Rowland Agbede (MDA), Ashley Buzzeo (CGIS), Kevin Coyne (DNR), Megan Del Gaudio (Queen Anne's County), Bill Farrington (DJS), Matt Folley (MDP), Scott Jeffrey (CCBC), Mark Helmken (CGIS), Julia Lukens (DBED), Frank Siano (MDE) and Brad Wolters (DHCD)

AGENDA:

- 1:00PM – 1:10PM Introductions
- 1:10PM – 1:30PM Data and Resources Subcommittee Updates
- 1:30PM – 1:50PM Application Subcommittee Updates
 - 1:50PM – 2:10PM Rapid Application Prototype Discussion
- 2:10PM – 2:30PM Outreach Subcommittee Updates
- 2:30PM – 2:50PM Security Subcommittee Updates
- 2:50PM – 3:00PM Other Business

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
<ul style="list-style-type: none"> • Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs 	9/7/10	GIO
Metadata Services <ul style="list-style-type: none"> • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata Email resent and follow-up by Kenny Miller to occur <ul style="list-style-type: none"> • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email sent to Kenny • Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	Updated: 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Technical Committee; GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> • CGIS is testing implications of migration 	Updated: 11/16/10	Technical Committee

<ul style="list-style-type: none"> Further discussion is necessary concerning this topic 	Submitted: 9/21/10	
---	-----------------------	--

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Developer Contact List <ul style="list-style-type: none"> Compile developer point of contact list 	Submitted: 11/16/10	Application Subcommittee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> See what documentation exists at other agencies 	Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
Rapid Application Prototype <ul style="list-style-type: none"> CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES Email has been sent out to CGIS and MES from Kenny Miller – awaiting response <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. List has been generated and is available for review	Updated: 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	GIO, Application Subcommittee, Technical Committee
Charter <ul style="list-style-type: none"> Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter 	Updated: 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 6/22/10	Application Subcommittee
Flex Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 11/16/10 Submitted: 10/19/10	Kaushik Dutta
Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:

Cached Map Services <ul style="list-style-type: none"> Draft email to be sent out concerning changes to on-demand/cached services 	Submitted: 11/16/10	Data & Resources Subcommittee Chair
Basemap Template Upgrade <ul style="list-style-type: none"> Upgrade basemap using Esri template 	Submitted: 10/19/10	Data & Resources Subcommittee
Google Urchin <ul style="list-style-type: none"> Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS	Updated: 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10	GIO; CGIS; Technical Committee
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	Updated: 10/19/10; 10/5/10; 9/21/10 Submitted: 9/7/10	Technical Committee
Charter <ul style="list-style-type: none"> Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter 	Updated: 11/16/10; 10/19/10; 10/5/10; 9/21/10; 9/7/10 Submitted: 4/6/10	Data Subcommittee
Application Submission Documentation <ul style="list-style-type: none"> Review and provide comments to CGIS 	Submitted: 11/16/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Vision Statement <ul style="list-style-type: none"> Briefing prepared and presented to Exec. Comm. Prepare briefing for Exec. Comm. notification of change 	Updated: 10/27/10; 9/21/10 Submitted: 9/7/10	Co-chairs
Email Blast	Updated:	Outreach

<ul style="list-style-type: none"> Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address Blast email to extended GIS community Include updated Vision document 	9/7/10; 5/18/10 Submitted: 4/20/10	Subcommittee
<ul style="list-style-type: none"> Recruit participants Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
Charter <ul style="list-style-type: none"> Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 11/16/10; 10/19/10; 10/5/10; 9/21/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Security Model <ul style="list-style-type: none"> Additional documentation needed to address: <ul style="list-style-type: none"> Cost of Delay Justification of security (limitations, efficiencies) Needs Assessment to determine groups and definitions Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting Document for presentation to Exec. Comm. at Oct. meeting Demo accompanying document to Exec. Comm. at Oct. meeting In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Vision Statement <ul style="list-style-type: none"> Objectives currently being worked on and will be available for comment at next Tech. Comm. meeting (10/19/10) Get draft objections out for discussion for next Tech. Comm. meeting 	Submitted: 10/5/10; 9/21/10	Outreach Subcommittee Co-chairs

Introductions

- *Round-the-room.*

Data and Resources Subcommittee Updates

On-demand Caching:

- Available on MD iMap pre-release server for:
 - Hybrid, Gazetteer and Imagery layers
 - Cached to eleven levels
 - All other layers only cached to level nine
 - 3 to 4 seconds to generate tiles on demand
 - Message to application owners about setting up cache on demand feature
 - Feedback concerning moving to production servers
 - Timeframe: inside of next month
- Re-point links to prerelease server for testing
- Developer list is not concise
 - Send out blanked email
 - Request an identification of who has an application relying on MD iMap infrastructure
- Issues: coded to only show nine levels
- Using original MD iMap caching levels
 - Level eleven is 1:1,027
- Production has 6" imagery services
 - MD.State.6InchImagery map service

Action Item: Compile developer point of contact list (Application Subcommittee)

Action Item: Draft email to be sent out concerning changes to on-demand/cached services (Ashley Buzzeo)

WFS Services:

- Have to have Data Interoperability extension to enable
 - Additional testing needs to be conducted to determine if this is absolutely true
 - Testing to occur between MDE, CGIS and DHCD

Application Submission Document:

Action Item: Looking for feedback on documentation (Technical Committee)

Google Urchin:

- Excel spreadsheet of which stats to pull out has been created
- Manual on how to extract data has been created
 - CCBC students to actually extract data
- Report output back to Technical Committee for review
- Best Case Scenario: Report/Present to Technical Committee at next meeting (12/7/10)
 - **Action Item:** Provide data for review by Technical Committee before presentation (Data & Resources Subcommittee)

- Focus on future efforts
- Monthly stats to be extracted
- Backlog stats will also be extracted and presented
 - Can only track since detailed reporting was turned on on servers
- Expectation to have summer intern continue to extract stats outside of the regular semester

Charter:

- **Action Item:** Update with comments and provide for final review (Technical Committee Co-Chairs)

Application Subcommittee Updates

MERLIN Application:

- Updates expected to be released November 30, 2010
 - Topo maps not available
 - Note to be placed on MERLIN website of switch
- MDP working on some web applications:
 - Plan Maryland
 - GrowthPrint
- DHCD working on some web applications:
 - Sustainable Communities
 - TOD sites
- Is MD iMap interested in putting Open Source application development options on Portal?

Education and Outreach Subcommittee Updates

Charter:

- **Action Item:** Update with comments and provide for final review (Technical Committee Co-Chairs)
- Developing curricula with MD iMap (6 – 12 month time frame for completion)
 - Training
 - Workshops
 - Tele-education
 - Education Portal
 - K – 16
 - College students
 - Teachers
 - Small shop GIS users
- National Geographic Scope Site – houses services where students are updating data

Other Business

Arc10 Migration:

- CGIS is testing implications
- Running 2 instances at MDP to run new and old applications

-END MEETING-